

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

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| Position Title: Librarian I Librarian II | Job Family: 4 4 |
| General Classification: Front-Line | Job Grade: 15 19 |

Definition: To perform professional library work and to direct and or implement a major service area of the City Library.

Distinguishing Characteristics:

Librarian I—This is the entry-level class in the Librarian series. This class is distinguished from the Librarian II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from the Supervising Librarian and functional and technical supervision from Librarian IIs.

Librarian II—This is the full journey-level class within the Library series. This class is distinguished from the Librarian I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Receives general supervision from the Supervising Librarian or the Library Services Manager.

May exercise functional and technical supervision over entry-level professional, paraprofessional, technical and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform professional work in rendering reference and advisory service to readers, in the classification and cataloging of materials and in the ordering of books, equipment, documents and periodicals.

Position Title: Librarian I
Librarian II

Page 2

2. Secure books through interlibrary loan system; search appropriate data bases and identify books; request books from appropriate source; process books for distribution to the patron; respond to requests from other libraries for interlibrary loans.
3. Assist in the development and implementation of library program goals, objectives, policies and priorities.
4. Plan, organize, implement and evaluate a variety of library services including audiovisual, reference and technical services; prepare and maintain records and reports related to area of assignment.
5. Prepare publicity; coordinate the publication of brochures; coordinate the dissemination of library program publicity.
6. Identify community needs and recommend appropriate programs.
7. Respond to difficult complaints and requests for information.
8. Coordinate library activities with other City departments, divisions, outside agencies and service providers.
9. Review newly published books and other media in the context of the existing book collection; select materials for repair or discard.
10. Attend professional workshops, seminars and conferences; represent the Library on outside committees both within the larger City organization and in library specific cooperatives and organizations.
11. Perform related duties as required.

Minimum Qualifications:

Librarian I

Knowledge of: General principles and practices of professional library work; modern library organization, services and equipment; books, sources, bibliographies, reference materials and cataloging and classification plans; principles and practices of computer technology.

Ability to: Assist in carrying out specific functions of the City Library; develop and implement library services; listen to requests and assist patrons in the

Position Title: Librarian I
Librarian II

Page 3

selection of books and materials; use a computer keyboard to access patron or bibliographic information in the library environment; lift heavy objects as necessary; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the course of work; speak and be comfortable with large groups of people; work under deadlines and with constant interruptions.

Librarian II

In addition to the minimum qualifications for Librarian I:

Knowledge of: Principles and practices of public library service development; operating policies and procedures of the Library; computer applications in a library environment.

Ability to: Assist in developing operating policies and procedures related to area of assignment; coordinate, train and review the work of paraprofessional, technical and clerical personnel; perform professional library duties independently.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Librarian I

Recommended: No professional library experience is necessary; however extensive experience on an paraprofessional level is desired. Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree from an ALA accredited college or university in Library Science is highly desirable.

Librarian II

Recommended: Two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of Mountain View. Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree from an ALA accredited college or university in Library Science is highly desirable.

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Revised

Position Title: Librarian I
Librarian II

Page 4

CLASS SPECS
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